



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
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(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

May 21, 2010

To: Supervisor Gloria Molina, Chair
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

CONTRACTING OVERSIGHT ROLE

As part of Supplemental Changes to the County Budget for 2010-11, the Chief Executive Officer (CEO) is recommending the transfer of responsibility for several contracting assignments to the Internal Services Department (ISD). This transfer will coincide with internal changes in our Office and is consistent with efforts to align responsibilities with appropriate units. It will allow us to leverage ISD's experience and expertise in contracting policy and procedures, and will enable us to further centralize the County's contracting operations. CEO will continue to provide input on contracting matters and review final correspondence or reports on countywide issues before they are submitted to your Board. ISD will assume the following assignments/roles:

- Assume lead role in response to Board orders related to contracting matters and policies.
- Assume lead role in implementation and interpretation of Board-ordered contracting programs and policies.
- Chair and staff the Contractor Hearing Board and Retroactive Contracts Review Committee.
- Chair Living Wage Committee.
- Convene County Review Panels.
- Conduct annual surveys/reports to the Board on the following:
 - Sole Source Contracts Under \$250,000;
 - Annual Report on Retroactive Contracts; and

"To Enrich Lives Through Effective And Caring Service"

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- Living Wage Rate Update.
- Assume lead in contracting policy sunset reviews.

Although responsibility to chair and staff the Contractor Hearing Board and Retroactive Contracts Review Committee will lie with ISD, a CEO representative will continue to be a member of both.

Please let me know if you have any questions, or your staff may contact Ellen Sandt at 213.974.1186 or esandt@ceo.lacounty.gov, or Martin Zimmerman at 213.974.1326 or mzimmerman@ceo.lacounty.gov.

WTF:BC:MKZ
FC:JH:pg

c: All Department Heads